

SAMPLE AGENDA

<u>WHAT</u>	<u>WHO</u>	<u>TIME</u>
Welcome & Campaign Endorsement	Plant Manager	2 Minutes
Remarks & Facts	Employee Campaign Manager	3 Minutes
Introduction of Video & Agency Speaker	Employee Campaign Manager	1 Minute
Video	Video	6 Minutes
Agency Speaker	Cliff Hagan Boys & Girls Club	5-7 Minutes
Possible Personal Experience	Any Employee who has been touched by UW	3-5 Minutes
Explanation of Campaign, Pledge Forms, Incentives, etc.	Employee Campaign Manager	4 Minutes
Questions & Answers	Employee Campaign Manager	3 Minutes
Closing Remarks & Collect Pledge Forms	Employee Campaign Manager	1 Minute
	Total 28—32 Minutes	

SAMPLE AGENDA

<u>WHAT</u>	<u>WHO</u>	<u>TIME</u>
Welcome	Plant Manager	1 Minute
Why United Way	UW Agency	7 Minutes
Campaign Video	Employee Campaign Manager	6 Minutes
Explain Pledge Forms & Review Incentives	Employee Campaign Manager	5 Minutes
Closing Remarks & Collect Pledge Forms	Employee Campaign Manager	1 Minute
	Total 20 Minutes	

SAMPLE AGENDA

<u>WHAT</u>	<u>WHO</u>	<u>TIME</u>
Welcome	Company CEO	1 Minute
Personal Experience & Agency Presentation	Employee Campaign Manager	3 Minutes
United Way Presentation	UW Speaker/Agency	3 Minutes
The "Ask"	Employee Campaign Manager/	1 Minutes
Closing Remarks/ Collect Pledge Forms	Employee Campaign Manager	2 Minutes

Total 10 Minutes

This is for those companies who do a UW campaign every year and are familiar with United Way, United Way agencies, & how to fill out the pledge form.

Keep in mind, not all employee group presentations are conducted the same way. These are a few Sample Agenda's'. Use whatever format works best for your company.